

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Application Date Application Number Department of Public Safety 6-350-A January 18, 1980 Driver Support Division No-Fault Insurance and Permits Sectionate Received **Application Number** Date Completed 959 E. Confederate Ave. S. E. UAN 23 1988 Atlanta; Georgia 2. Person to Contact **Working Title** Telephone Number 6639 Supervisor Sgt. Dowdy 3. Action Requested 3. 

Establish Retention Schedule; record will continue to accumulate. b. 

Dispose of present accumulation; no further accumulation anticipated. c. ☐ Amend Application No. 76-350 Check One: ☐ Change; ☐ Supercede; ☐ Void

Dates of Series

5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest · No-Fault Suspension Notice File present 1978 What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to? Documents relating to suspending in-Included are: dividuals' drivers' licenses and registration certificates and plates for failure to maintain liability insurance. Included are Official Notice of Suspension (DPS-718SW) and occasionally Second Notice (DPS-718B), and record of clearance (DPS-721). File is arranged numerically by case number. File is arranged: 8. Monthly Reference Rate How often are records referred to which are: : Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; One to six months old \_\_\_\_ twenty-five months and older \_\_\_ 9. Annual Rate of Accumulation of Records ; Shelves \_\_\_\_; Other (specify) \_\_\_\_ Letter-size drawers \_\_\_\_\_ \_; Legal-size drawers \_

YES NO 10. Qu	estionnaire	(Place an "X	" in the proper c	olumn)		· —	
	this the officence is		series?	· .			
			ential informatio	n requiring s	ecurity handling? If yes, cit	e law or regulation	on.
c. is i	this a vital re	cord?					•
d. Do	es this series	have historical	or long term rese	earch value?			
		vo documents i scheduled separ		necessary to	o keep the entire file for a lor	ig period, could	these
,				published?	If yes, attach copy.		
g. Is 1	the informat	ion contained i	n this series ever	analyzed and	d/or recorded in a summarize	d report?	erarren.
h. Is t	there a dupli	cation of this se	eries in your offic	e, or in ano	ther office or agency?		
,	ves. where?						,
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11. Retention Requ		•	e following requir		to be kept:	√ 2%C	(T <del>)</del> (T
a. State Law	•		years.	d.	Audit period		years.
b. Statute of Ii	imitation	-	years.		Administrative need		years.
c. Federal law			years.	f,	Federal retention instruction		years.
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This in	formation	no longer	needed once	individ	lual is reinsured.	trospy <b>XI</b> T.	•
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12. Approved Disp	osition Instr				ne file series be cut off at the		
			Calendar Year; [	] Fiscal Yea	ar; 🗷 Other <u>See Belrow</u>		then,
e	***	•					
			_month(s)	*	(s); then		
		-	year(s)				
☐ Destroy.	State Record	as Center; noid	yea	r(s); then			_
☐ Transfer to	State Archiv	es for normano	nt retention				<b>-</b> .
Other (Spe		res for permane	nt retention.				
<b>X</b> • (5,55	,,		,				
Upon proof	of insur	ance, with	draw_record	from act	ive file and destroy	immediatel	<b>y</b> •
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			777	- and		** ** ** ** ** ** ** ** ** ** ** ** **	
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These instructi	ons apply to	all prior and fu	uture accumulatio	ons of the se	ries.		•
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Agency Head/Design	nea /Signal		Dana	I Canada N	Annana A Office (Cinne)	!	
Agency Fleat/Design	nee (Signat	ure)	<u>Date</u>	Hecords IV	Management Officer (Signatu	ire;	Date
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, ,			_	~ ·	ate Records Committee (Sig	anature!	Date
Recommendations i	in para-			1 1 30	Lie moores committee 1979	nig (UI C)	Late 1
graph 12 are approv	-	State Audi	tor/Designee	ール	- Kland		1-29-80
(If disapproved, atta	ach letter	Nas Nas		1	, /	A	
of explanation.)		Secretary of	State/Designee	(0)	arroll Ha	w	1-28-80
	•	A C .		1/1/1	11/11.00	•	1-30-80
AR-50-71 76	· · · · · · · · · · · · · · · · · · ·	Attorney Ge	eneral/Designee (F	Rover se Side	Muell		11 20-00



AR-50-71; Rev. 76

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INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Application Date **Application Number** Georgia Department of Public Safety Uniform Division 76-350 10/25/76 No Fault Section Date Received Application Number Date Completed 959 East Confederate Avenue, S. E. NOV 29 1978 DEC 1 7 1976 Atlanta, Georgia 30316 2. Person to Contact Telephone Number **Working Title** Supervisor 656-6116 **Captain Harris** 3. Action Requested b. Dispose of present accumulation; no further accumulation anticipated. 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 6-1-75 Present No Fault Suspension Notice File 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Uniform Division is responsible for the patrol of streets and highways to insure the safety of lives and property; the investigation of motor vehicle accidents and the computation of related statistics; the licensing of citizens to operate motor vehicles and the suspending or revoking of licenses; and the supervision of motor vehicle inspection records and the distribution of motor vehicle inspection stickers and other related documents. The Division must be available when called upon in the event of civil disorders or natural disasters and is responsible for the safety of the Governor of the State of Georgia and his family. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Suspending individuals drivers' license and registration certificates and plates for failure to maintain liability insurance. Included are: Official Notice of Suspension (DPS-718SW) and occasionally Second Notice (DPS-718B), and record of clearance (DPS-721). File is arranged: Numerically by case number. 1 / L 8. Monthly Reference Rate How often are records referred to which are: twenty-five months and older \_\_\_\_\_\_? 9. Annual Rate of Accumulation of Records : Shelves \_\_\_\_; Other (specify) \_\_\_\_\_ \_; Legal-size drawers \_ Letter-size drawers \_\_\_

a. Is this the office	cial conv of the series?		
X If not, where is			* - <b>3</b>
b. Does the series		quiring security handling? If yes, cite law or req	gulation. /\
_   X			
	ecoror is have historical or long term research	h value?	و الله و
e. When one or to	wo documents in the file make it nec	essary to keep the entire file for a long period, c	ould these
documents be	scheduled separately? tion contained in this series ever publ	liebad? If you attach conv	
	•	yzed and/or recorded in a summarized report?	A CONTRACTOR OF THE PARTY OF TH
If yes, attach o	ODY.		
X h. Is there a dupl	ication of this series in your office, o		
	or a major portion of it) regularly mic	rofilmed?	•
	d series result in a computer printout		
11. Retention Requirements	The following requires to	he series to be kept: See Item 12.	
a. State Law	years.		years.
b. Statute of limitation	years.	e. Administrative need	•
c. Federal law	years.	f. Federal retention instructions	years.
Attach copy or excerpt of	laws or regulations. Explain administr	rative need.	,
			· ·
Office reference	•		
☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archi ☑ Other (Specify) ☐ Upon proof of ins	rds Center; holdyear(s); the rds Center; holdyear(s) ives for permanent retention.  Surance, withdraw record from aconth; hold in current files area 1 year(s)	; then ctive file and place in inactive file; cut off	inactive file
	o all prior and future accumulations o		
These instructions apply to	o all prior and future accumulations of the re-evaluated prior to 1-1-79 a	of the series.  after system is computerized.	
These instructions apply to	o all prior and future accumulations of the re-evaluated prior to 1-1-79 a	of the series.	Date
These instructions apply to	o all prior and future accumulations of the re-evaluated prior to 1-1-79 a	of the series.  after system is computerized.	Date 11-15-76
These instructions apply to	be re-evaluated prior to 1-1-79 and ture)  Date	of the series.  after system is computerized.  ecords Management Officer (Signature)	
These instructions apply to This decision is to Agency Head/Designer Recommendations in para-	be re-evaluated prior to 1-1-79 and future)  Date    1/-/7-76	of the series.  after system is computerized.	11-15-76 Date
These instructions apply to  This decision is to  Agency Head/Designer  Recommendations in paragraph 12 are approved.	be re-evaluated prior to 1-1-79 and ture)  Date	of the series.  after system is computerized.  ecords Management Officer (Signature)	11-15-76 Date
These instructions apply to	be re-evaluated prior to 1-1-79 and future)  Date    1/-/7-76	of the series.  after system is computerized.  ecords Management Officer (Signature)	11-15-76
These instructions apply to This decision is to Agency Head/Desirale Recommendations in para- graph 12 are approved. (If disapproved, attach letter	state Abditor/Designee  Secretary of State/Designee  Attorney General/Designee	of the series.  after system is computerized.  ecords Management Officer (Signature)  State Records Committee (Signature)	11-15-76 Date